



ITD Alliance

Global Alliance for
Inter- and Transdisciplinarity

Procedures Associated with the Bylaws

This document outlines a number of procedures that are followed by the Leadership Board in implementing the bylaws and, where helpful, the associated rationale. The aim of the document is to make the procedures transparent and to serve as “corporate memory.”

Procedures relevant to Clause 4. Membership (Mitgliedschaft)

Reduced fees and fee waivers for individual members

Requests from individuals for reduced fees or fee waivers are renewed annually, in the same way as other memberships. Requests for reduced fees or fee waivers should be accompanied by a brief case, which can also help educate the Leadership Board about different cultural, country and individual circumstances.

Rights and responsibilities of individuals receiving fee waivers

Individuals receiving reduced fees or fee waivers are full members with all rights and responsibilities, including voting at the General Assembly.

Fee waivers for institutional members

Fee waivers are not available for institutional members, except in the most exceptional circumstances. Such circumstances would entail significant documented and costed contributions to the ITD Alliance and need to be approved by the Leadership Board.

Rationale:

There are significant fee reductions for institutional members from low- and middle-income countries. In addition, institutional members receive substantial advantages, including the ability to nominate a specified number of “persons to receive benefits.” (NB “Persons to receive benefits” is specified on the ITD Alliance website in the fee structure for institutional members (see <https://itd-alliance.org/membership-3/>).)

Legacy fee for two institutions (added August 2025)

For the foreseeable future, the University of Oulu and Utrecht University can continue to pay the institutional membership fee charged before the 2023 General Assembly, with the number of “persons receiving benefits” being in line with the legacy fee that these institutions actually pay. If changes are proposed in future, discussions should be held with these institutions.

Rationale

The institutional fee structure (relating fees to institutional size) was changed at the 2023 General Assembly. All institutions who were members at that time were offered the option to remain at their old or “legacy” rate, as for some this would have meant a steep increase in fees and likely non-renewal of membership.

Procedures relevant to Clause 6 Governance (Organisation) a. General Assembly (Generalversammlung)

Number of General Assemblies

In any year where there are proposed amendments to bylaws that would affect the election of Leadership Board members, it is advisable to have separate General Assemblies, first on the bylaw amendments and second for the elections. Amending the bylaws needs to be completed before nominations for Leadership Board members are called.

Rationale:

Even though the current bylaws already stipulate that a General Assembly can be convened at any time, with at least one meeting to be held each year, it is useful to clarify circumstances where two meetings are useful. In particular, experience at the 2024 General Assembly showed that voting becomes extremely complicated if voting for the Leadership Board is affected by the acceptance of a bylaw amendment which is considered at the same General Assembly.

Dates for the financial year for the ITD Alliance and for the related General Assembly

For smooth operation of the ITD Alliance, it is helpful to follow this timeline where possible:

- The financial (or fiscal) year of the ITD Alliance runs from 1 September to 31 August.
- The General Assembly to approve the annual budget and financial statement is held in the first two weeks of October.
- Papers relevant to voting at the General Assembly are sent to members at least two weeks before the General Assembly meetings.

Dealing with tied votes in Leadership Board elections (when the number of candidates on tied votes is greater than the number of positions available)

The Executive Committee (minus any members who would be affected by the vote) decides who will be elected, taking into account the spread of countries, gender, and other diversity-related considerations.

Rationale:

This allows tied votes to be resolved speedily, rather than holding a new voting process where ITD Alliance members would vote to resolve the tied vote. A new voting process would be time consuming, would delay the outcome of the election of new Leadership Board members and would not necessarily result in a clear outcome (ie another tied vote could be produced).

By when, in relation to the General Assembly, members need to have paid fees (or registered for a fee waiver) to be eligible to vote (added August 2025)

Taking into account that the General Assembly process has three components, occurring over 5-6 weeks, ie:

- mailout of the agenda and agenda papers (2-3 weeks before the General Assembly meetings)
- General Assembly meetings (held over two days)
- voting (for 2 weeks after the last meeting; sometimes a little longer),

the following procedures will be applied:

- New individual and institutional members need to have paid their fees before the agenda and agenda papers are mailed out to be eligible to vote. New individuals seeking fee waivers after the agenda papers are mailed out will also not be eligible to vote.
- Renewing individual or institutional members (with no changes to the listed “persons receiving benefits”) who pay during the 5-6 week General Assembly process will be entitled

to vote. For renewing institutional members who have changes to the listed “persons receiving benefits,” only individuals listed as “persons receiving benefits” on the original and renewal paperwork will be entitled to vote (ie anyone taken off the list or added to the list will not be entitled to vote).

- Renewing individual members whose fees are overdue at the close of the voting period will not be eligible to vote (if they have voted, their votes will not be counted), unless the Executive Secretary deems they are likely to renew, in which case they are eligible to vote
- Renewing institutional members whose fees are overdue at the close of the voting period, will be eligible to vote (if they have voted, their votes will be counted) if:
 - they have renewed in the previous year/s and, in the opinion of the Executive Secretary, are considered likely to renew
 - they have not renewed in previous years and are assessed by the Executive Committee as likely to renew.
- Individual members who apply for a continuation of a fee waiver before the end of the voting period will be eligible to vote, even if the continuation application has not been able to be assessed by the Leadership Board.

Rationale:

New individual and institutional members who join after the agenda and agenda papers are mailed out, including new individuals who seek a fee waiver during that time, are unlikely to be informed about the issues and would require additional work from the Executive Secretary to ensure that they were informed about the issues (including mailing them the agenda and agenda papers) which is not feasible given available resources.

Renewing individual or institutional members (with no changes to the listed “persons receiving benefits”) who pay during the 5-6 week General Assembly process will have been treated as existing members (eg they will have been sent the agenda and agenda papers). For renewing institutional members with changes to the listed “persons receiving benefits,” anyone taken off the list should not be entitled to vote and anyone added to the list will not have been sent the agenda and agenda papers and is unlikely to be informed about the issues and would require additional work from the Executive Secretary.

Renewing individuals whose fees are overdue at the end of the voting period will have already had substantial time to pay, although the Executive Secretary may be aware of mitigating circumstances. In contrast, the administrative processes in some institutions around payment of fees can be very lengthy and this should not penalise member rights and responsibilities. Finally because fee waivers (and their continuation) need to be approved by the Leadership Board, members should not be penalised if the timing precludes this from happening.

Early voting (added August 2025)

After the General Assembly agenda papers have been distributed to members, members who know or anticipate that they will be unable to vote during the General Assembly voting period may submit their votes early via e-mail to the Executive Secretary.

Procedures relevant to Clause 6 Governance (Organisation) b. Leadership Board (Vorstand)

Institutional endorsement of representatives standing for election to the Leadership Board

When nominating for a position on the Leadership Board (to be voted on by General Assembly), nominees who are institutional representatives are required to have a formal letter of endorsement from the head of the institution, which should be submitted at the same time as the nomination.

When an institutional representative on the Leadership Board leaves the institution

When a member representing an institution on the Leadership Board ceases to be a member of that institution, the term of appointment expires at the next General Assembly meeting (even if there would normally be another year to run) and the position is added to the pool of positions open for nominations in the usual way. In addition:

- In the interim period before the General Assembly, the head of the institution should be invited to nominate a representative, who may be the original representative or a new representative, to serve on the Leadership Board.
- Where the original representative has been an active member of the Leadership Board and is involved in on-going work by the Leadership Board, they can be invited to remain on the Leadership Board as a supernumerary individual member until their term expires at the next General Assembly.

Maximum terms for Leadership Board members

The bylaw stipulation that members of the Leadership Board can be “re-elected for a maximum of three continuous terms”, applies to individuals as follows:

- Any individual on the Leadership Board cannot be re-elected for more than three continuous terms, regardless of whether they were an individual member or an institutional representative or a combination of the two.
- In addition, that an institution cannot be represented on the Leadership Board for more than three continuous terms, even if the individual representing the institution during the institution’s third term has served less than three terms.
- As is the case for other members, and according to the bylaws: “After reaching a maximum number of terms, re-election is possible after a break of one term.”

Start and end dates for Leadership Board members

The terms of the President and other members of the Leadership Board are aligned with the date on which the General Assembly voting results are announced, with the terms of outgoing members ending on that date and the terms of incoming members starting on that date.

Rationale:

The proposed start and end dates allow:

- anyone re-elected to have a seamless transition between terms
- time to brief new Leadership Board members before the first Leadership Board meeting
- a hand-over period when there is a change in President, in the period between the announcement of voting results and the first Leadership Board meeting.

Expansion of Executive Committee, plus term dates

Although not stipulated in the bylaws, the Executive Committee includes a member elected from and by the Leadership Board, in addition to the President, Treasurer and Executive Secretary. Nominations for that position are called at the February meetings of the Leadership Board, with the election held at the March meetings and the term beginning immediately thereafter (with the term of the previous representative ending at the same time).

Rationale:

The Executive Committee has significantly benefited from having an additional member elected by the Leadership Board. The term is one year and the proposed election and term dates would allow newly-elected members of the Leadership Board to have a chance to familiarise themselves with the other members of the Leadership Board and with the Leadership Board processes before voting for the additional member of the Executive Committee.

June 2025

Updated August 2025 (3 items, dated where they appear)